



# State of Nevada – Department Of Personnel

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## CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ADMINISTRATOR, DIVISION OF BUILDING AND GROUNDS	41	A	9.601

### DEFINITION OF THE CLASS:

Under administrative direction of the Director of General Services, on a policy basis, plans; organizes; and directs facility maintenance, construction and custody operations for the Building and Grounds Division for state owned or leased buildings and grounds; and performs related duties as required.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Administers and supervises the physical plant resources, services and personnel for all facilities under the jurisdiction of the Building and Grounds Division on a statewide basis. Develops biennial program and funding needs for physical plant maintenance for presentation to the Legislature and Executive Branch by reviewing budget projections submitted by subordinate staff; reviewing plans for major construction or alteration; and identifying the types of services that may be offered. Determines divisional goals and objectives and develops priorities, strategies and time frames to meet them. Organizes the resources and personnel of the Division to effectively and safely serve statewide clients through direction of subordinate/supervisory staff. The incumbent's managerial functions extend into the areas of maintenance, repair, construction, landscape and operation of buildings, utilities, equipment and grounds.

Directs the allocation of office space and privately leased facilities by developing procedures consistent with administrative goals and state statutes; maintaining an inventory of available private and state-owned office space; and responding to the legislated master plan and regional shifts in the State work force and staffing levels.

Directs a Statewide centralized mail system by developing goals, objectives and staffing needs for efficient operation and cost-effective delivery of state mail.

Administers the state-owned water system by allocating the water resources according to established and cooperative agreements with users; and maintains a financial return that will provide for continued maintenance of water distribution and treatment facilities by compiling historical data based on storage, treatment and distribution to make projections and establish future rates. Incumbent keeps abreast of water quality regulations and conservation methods to ensure resource management that meets contractual agreements and legal restrictions.

Provides fiscal, technical and historical consultation to the administrator of the Statewide telephone program in order to provide state agencies with a modern, cost-effective phone system.

Administers and supervises the Nevada Capitol Police by developing operating procedures that include application of the police force, P.O.S.T. training and arrest procedures and determining staffing and budget needs.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of the regulations affecting state contracts, leases and cooperative agreements. Working knowledge of the state mail system. Working knowledge of the state-owned water system including the established water rights, regulations affecting water treatment and delivery; and watershed conservation practices. Working knowledge of the State Capitol Police operation including application of the police force and training requirements. General knowledge of the State buildings and grounds master plans.

Ability to establish policy and procedure within the guideline of local state and federal statutes and regulations. Ability to calculate water rates that an adequate financial return on water distribution. Ability to make presentations to the Executive and Legislative branches of government.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of modern methods and principles of fiscal management, personnel management and supervision. General knowledge of modern methods of heating, lighting, air conditioning and ventilation of large buildings. General knowledge of the construction, maintenance, repair and custody of buildings grounds, plumbing and electrical systems and other building fixtures and equipment. General knowledge of the materials and equipment used in buildings and grounds maintenance, repair and construction. General knowledge of the plans and specifications for the construction and alteration of buildings. General knowledge of the occupational hazards and safety precautions of buildings and grounds maintenance, repair and construction.

Ability to formulate and administer a statewide program of building maintenance and operation and develop goals, objectives and staffing needs. Ability to prepare budget estimates for the maintenance and operation of state-owned buildings and grounds. Ability to analyze situations accurately, solve problems and take effective action. Ability to read building and grounds maintenance and construction reports, plans, specifications, and blue prints. Ability to prepare buildings and grounds maintenance and construction reports, plans and specifications. Ability to delegate responsibility to subordinate staff. Ability to establish effective working relationships with subordinate staff, other state administrative personnel and representatives of the legislative and executive branches of state government. Ability to read and interpret policies, procedures, regulations and State statutes.

EDUCATION AND/OR WORK EXPERIENCE:

I

Bachelor's degree from an accredited college or university with major work in business administration and five years of full time experience in a managerial or administrative capacity in building maintenance or construction that included responsibility for planning and organizing work, solving general management problems; determining for general organizational policy; and interpreting general policy to divisional heads and employees; OR

EDUCATION AND/OR WORK EXPERIENCE: (cont.)

II

An equivalent combination of education and experience that provided the applicant with the entry level knowledge, skills and abilities.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>9.601</u>
ESTABLISHED:	6/29/73
REVISED:	1/1/78R
REVISED:	5/18/78PAC
REVISED:	7/1/91P
	11/29/90PC
REVISED:	7/1/93LG